

# Travel Approval Form

Department: JP # 3

Event Name: LEGISLATIVE UPDATES - JUSTICE  
OF THE PEACE AND CLERKS

Location: LUBBOCK, TEXAS

Event Dates: SEPTEMBER 14-15, 2025

Purpose: ☒ Required Continuing Education/Certification  
☒ Job Training  
☐ Other: \_\_\_\_\_

Name of Attendees:

Judge Andrew Nolan

\_\_\_\_\_

\_\_\_\_\_

|                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Court Decision:</b></p> <p><small>This section to be completed by County Judge's Office</small></p>                                       |
| <div style="text-align: center;"><p><b>4-28-25</b></p></div> |

## Required Documents Checklist:

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

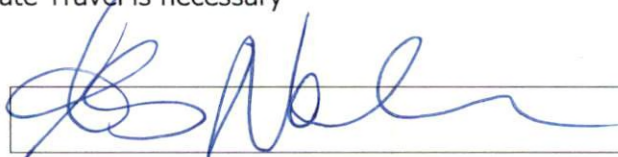
### Overnight Travel

- ☒ Travel Approval Form
- ☒ Registration Information or Confirmation
- ☒ Itinerary, Agenda, or Breakdown
- ☒ Hotel Information, Confirmation, or Hotel Reservation Request Form

### For Out of State Travel, please also include:

- ☐ Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- ☐ Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



FW: Legislative Update Lubbock - Justice of the Peace and Clerks Email Receipt

From Andrew Nolan <anolan@johnsoncountytexas.org>

Date Thu 4/10/2025 10:57 AM

To Christina McClelland <cmccllelland@johnsoncountytexas.org>

2 attachments (193 KB)

Invoice.pdf; conferenceLogo;

Please handle.

A

From: Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>

Sent: Thursday, April 10, 2025 10:43 AM

To: Andrew Nolan <anolan@johnsoncountytexas.org>

Subject: Legislative Update Lubbock - Justice of the Peace and Clerks Email Receipt

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Use care when opening links or attachments. Report suspicious emails.



Hon. Andrew Nolan

Legislative Update Lubbock - Justice of the Peace and Clerks

Date: 10 Apr 2025

Transaction Number: 16321

This is confirmation of the following registrations and purchases:

Hon. Andrew Nolan is now registered in:

|                                                |                  |
|------------------------------------------------|------------------|
| Registration Option:                           | Registration Fee |
| Registration Date:                             | 10 Apr 2025      |
| Registration Fee:                              | \$75.00          |
| Amount (including fees, discounts, and taxes): | \$75.00          |

With the following Add-Ons:

|                                                |             |
|------------------------------------------------|-------------|
| Add-On Option:                                 | Lodging Fee |
| Add-On Quantity:                               | 1           |
| Add-On Fee:                                    | \$100.00    |
| Amount (including fees, discounts, and taxes): | \$100.00    |

|           |          |
|-----------|----------|
| Subtotal: | \$175.00 |
|-----------|----------|

## Legislative Updates for JP & Court Personnel

- ▶ Corpus Christi on August 18th
- ▶ San Marcos on August 25th
- ▶ Virtual (Morning) on August 26th
- ▶ Beaumont on August 28th
- ▶ DFW (Grapevine) on September 3rd
- ▶ Longview on September 5th
- ▼ Lubbock on September 15th

Monday, September 15th at the [Overton Hotel](#) in Lubbock, TX.

*If you opt to stay at the hotel, a room will be reserved for Sunday, September 14th.*

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### Agenda

- Registration and breakfast: 8:00 a.m. on September 15th.
- Course time: 9:00 - 12:00 p.m.
- Lunch: 12:00 - 1:00 p.m.
- Course time: 1:00 - 2:00 p.m.

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### Cost

Registration cost: \$75. This cost includes a \$30 registration fee and a \$45 overhead assessment.

Hotel cost: \$100 for 1 night at the Overton Hotel.

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